

Photo Submission Guidelines

- We can accept digital photos only.
- Photos should be high-resolution.
- For each photo submitted, a Publicity Release Form must also be printed out, signed by the submitter and all subjects appearing in the photo if applicable, and submitted by mail or in person to:

Attn: Go Green Schools Program
City of San José – Environmental Services Dept.
200 Santa Clara St., 10th Floor
San Jose, CA 95113

- Please save your photo file with an identifying name before sending – this same photo file name will need to be identified on your Publicity Release Form.
- Photos should be emailed to greenheroes@sanjoseca.gov
- Only Publicity Release Forms with original signatures can be accepted.
- Multiple forms may be used to obtain all needed signatures. Attach multiple forms together into one complete packet before submitting.
- Photos cannot be published prior to receiving a completed Publicity Release Form.

PUBLICITY_PUBLCITY RELEASE FORM

If you submit a photo for use on the City of San José website or other publication, a publicity release form must be filled out and signed by: 1) the owner of the photograph; 2) all subject(s) appearing in the photograph if applicable or, if the subject is a child, by a parent or guardian. We cannot publish your photo until we receive the form with all necessary signatures. You may submit multiple copies if several signatures are needed for one photo. Only forms with original signature(s) can be accepted. Print this form and mail or deliver in person to:

Attn: Go Green Schools Program
City of San José – Environmental Services Dept.
200 E. Santa Clara St., 10th Floor
San Jose, CA 95113

Please read the following statement and fill out the below information:

I, the undersigned, do hereby grant permission to the City of San José to publish the attached photograph of me and/or my minor child(ren). The City reserves the right to use these photographs in any of its print, electronic publications, or online media including, but not limited to networking media without compensation to me. I hereby release and discharge the City from all and any claims and demands ensuing from or in connection with the use of the photographs, including any and all claims for libel and invasion of privacy. I hereby acknowledge that I have read and understood the terms of this release. I represent that I am the [parent/guardian] of the minors in the photograph(s), and consent to the foregoing on his/her behalf. It is clearly understood that no royalty, fee, or other compensation shall become payable to me by reason of such use.

Name of photo file you are submitting: _____
(Photo you submit to City should have same file name)

Print name of person submitting photo:	Submitter signature/ Date:

Print name(s) of subject(s) in photo	Subject signature/ Date (if over 18 years of age)	Print name of parent or guardian (if subject is under 18)	Parent or guardian signature/ Date
1)			
2)			
3)			
4)			
5)			

Print additional forms if need more subject fields